

Government Purchase Card Training-Requirements Fort Polk, LA

The training to become and remain a Government Purchase Card (GPC) holder at Fort Polk consists of three phases:

1. An on-line course must be completed.
2. A four-hour classroom session to be taught by the Program Coordinator at the Directorate of Contracting, Fort Polk, LA located in building 1944.
3. Annual refresher training

DOD Credit Card On-Line Course Instructions

This course must be completed before attendance to the classroom portion of the credit card class given by the Directorate of Contracting, Fort Polk, LA. It consists of 10 modules and will take approximately 2-4 hours and a score of 70 or better is required to pass. A copy of the certificate provided must be brought to the instructor when you attend the classroom portion. If you don't have the certificate you will not be admitted. You can stop at anytime during the course and return later by "logging on" and clicking on return to most recently accessed page. It will take approximately 2 to 4 hours to complete.

1. Access site <http://clc.dau.mil>
2. Select "Register" and follow the instructions for registration to setup your password. When you finish it should say registration successful.
3. Select "Learning Center".
4. Select "Course Information and Access".
5. Under Self-Paced-Modules scroll down until you see DOD Purchase Card Tutorial and select it.
6. Select "Take Course".
7. Begin at the first module and complete all modules.
8. Take the post-test.
9. Print the certificate. You must answer the survey before the certificate will print.
10. Future cardholders must bring the certificate with them to the classroom portion or they will not be admitted.
11. Cardholders who take the course for refresher training must provide this office a copy of the certificate.

How to Schedule Classroom Training

You must schedule the classroom portion by calling or emailing (preferred way) the name, unit, and phone number of the person that will attend training.

1. Call Ron Applewhite at 337-531-2373 DSN 863-2373
2. email ronald.applewhite@polk.army.mil with requested information.
3. On-line course certificate required for admittance to class.

Refresher Training

The online course can be used to satisfy the annual requirement for refresher training, but in order to receive credit you must:

1. Complete the online course
2. Provide a copy of the certificate to the Directorate of Contracting, ATTN: Ron Applewhite PO Drawer 3918, Fort Polk, LA 71459